



Education and Early
Childhood Development

Application for

an evaluation of Allied Work Experience for Salary Purposes

Submit your completed application form and have supporting documentation sent to:

**The Office of the Registrar
Department of Education and Early Childhood Development**

Holman Centre
250 Water Street, Suite 101
Summerside, Prince Edward Island C1N 1B6
Tel:(902) 438-4130
Fax:(902) 438-4062
registrar@edu.pe.ca
www.gov.pe.ca/go/reg

APPLICATION FOR AN EVALUATION OF ALLIED WORK EXPERIENCE FOR SALARY INCREMENT PURPOSES

Please read the following carefully before completing and submitting the application form.

What is allied work experience ?

Allied work experience is work experience that is **allied** or related to work associated with a teaching position. Allied work experience may be recognized for salary increment purposes in Prince Edward Island under the Allied Work Experience program. The Allied Work Experience program provides an opportunity for PEI teachers to apply for and receive recognition for past work experience that involves teaching in settings outside of the regular school system or, work that is similar to or related to teaching. Allied work experience that is of a **permanent, contractual** or **substitute** nature will be considered for salary increment purposes. Certified Prince Edward Island teachers seeking experience recognition for salary increment purposes may apply to the Registrar under the Allied Work Experience program. Applicants are responsible for providing the Registrar with satisfactory evidence to verify this experience. Related work experience may be recognized on the basis of one year ratio for two years (1:2) of allied work experience for salary increment purposes and placement on the salary grid for up to and including *ten* (10) full school years.

What kinds of allied work experience are partially recognized on a Two Years for One Year Basis?

Recognition will be considered for **paid work** only related to teaching with an approved organization or association on a one year for two years of past allied work experience basis for time worked...

- as an educational assistant, a special needs assistant, a child and youth worker
- as an early childhood educator, as an administrator in an early childhood center, as a pre-kindergarten teacher, working as a kindergarten teacher in a private kindergarten within Prince Edward Island prior to September 2000
- working in a setting that involved supervising an apprentice in a recognized apprenticeship program, or supervising a student in a recognized cooperative education program
- working as a work site trainer
- working in a counseling or social work capacity with school-aged children
- working as a coach, a fitness trainer, a recreational facilitator, a community recreational programmer
- working as a teaching assistant or a lab assistant in a recognized post-secondary institution, as an educational tutor
- working in a professional position with a recognized educational, institution or organisation where the role was involved with the education system in terms of policy, evaluation, consulting, mentoring, administration and research (where the research was not part of the requirements of completing a degree program) ;

Applicants must be able to demonstrate how their past work experience included teaching-related duties such as ***lesson planning, the provision of instruction, assessment and the reporting of the results of the assessment.***

How do I apply for past allied work experience recognition?

1. Applicants must apply by completing and submitting the application form and the evaluation fee of \$50 to the address shown here below.

**The Office of the Registrar,
Department of Education and Early Childhood Development
Suite 101, Holman Centre, 250 Water Street,
Summerside, PEI, C1N 1B6**

2. The required evaluation fee must be submitted with the application. The fee may be paid by cheque or by money order written to: ***The Minister of Finance and Municipal Affairs.*** An application will not be reviewed until the required fee has been received at the Office of the Registrar. The evaluation fee is non-refundable.

3. All applicants applying for allied work experience recognition must request from former employers or supervisors a letter attesting to their past experience.

4. The employer's letter must be sent directly to the Office of the Registrar and not be more than one month old upon receipt.

5. The employer's letter must ...

- ✓ provide adequate identification in order to match the letter to the applicant. Identifying information could include social insurance number, date of birth and full name including the middle name.
- ✓ attest to the opening and closing dates of employment, to the total experience in days per year, the length of the day or time worked daily, and total number of years, to the status of employment (whether it was full time or part-time) contract
- ✓ attest to the nature of the assignment and how it relates to teaching detailing how your assignment involved ***lesson planning, the provision of instruction, assessment and the reporting of the results of the assessment.***
- ✓ describe the accountability framework under which these duties were enacted (ie. Working under the direction of a supervisor, a director, a board etc.)

When does the salary increment become effective?

- Assuming an application for allied work experience is approved, a copy of the approval letter is sent to the employing school board indicated on the application form. The issue date is the day on which **all required documentation has been received by the Office of the Registrar**. This includes the completed application form, the evaluation fee and the letters from the employers.
- Where a teacher is applying for recognition for teaching experience for salary increment purposes, the employing school boards follow the time lines set out in the *Memorandum of Agreement between the Negotiating Agency and the Prince Edward Island Teachers' Federation*. (See Section 12.) Therefore, the effective date of the upgrade in your placement on the salary grid will be based upon these time lines.
- Holders of an Academic, Career and Technical Education or Kindergarten Teacher Letter of Authority are only eligible for a salary increment for allied work experience once they have attained full PEI Teacher Certification.

FOR ASSISTANCE:

☎ If you have questions about your past allied work experience and your eligibility for recognition for salary increments, or if you require assistance in completing the application form, you may contact the Registrar at 438-4130.

✉ If you would like to inquire about the status of your application (to see if your application form has been received or to learn if the employer's letters have arrived), please inquire via e-mail. Send an e-mail to: registrar@edu.pe.ca In the subject line of your e-mail write: **Status Update Requested**. In the body of the e-mail state your name and the type of application that you are inquiring about.

For more information on the Allied Work Experience Program, view the Certification and Standards Board Policy Number 11-06 which is found on the web site at:
<http://www.gov.pe.ca/forms/pdf/1903.pdf>

APPLICATION FOR ALLIED WORK EXPERIENCE RECOGNITION

After carefully reading the criteria of the Allied Work Experience Program, please complete the application form and send it with a \$50.00 evaluation fee in the form of a cheque or money order written out to the : *The Minister of Finance and Municipal Affairs*. Send everything to the: *Office of the Registrar, Certification and Standards Section, PEI Department of Education and Early Childhood Development, Holman Centre, 250 Water Street, Suite 101, Summerside, , PEI C1A 7N8* . Supporting document from employers should be sent to this address as well.

1. REQUIRED DOCUMENTATION AND FEES

Check list of required documents to submit as part of the application process.

	Enclosed	Requested
1. Completed application form.		
2. Evaluation Fee		
3. Letters from employers listed by you on the application form.		

2. IDENTIFICATION AND CONTACT INFORMATION

In order to match the supporting document from employers with the application it is important that applicants provide accurate identifying information. Please complete the following.

First Name:	Middle Name (s):	Surname:
Previous Name(s):	Date of Birth:	Social Insurance Number:
Mailing Address:		
Telephone Number (Home):	Telephone Number (Work):	
Work Address:		
E-Mail Address:		
PEI Teacher's Certificate Level:	PEI Teacher's Certificate Number:	

3. ALLIED WORK EXPERIENCE

Please list the employers for which you are applying for work experience recognition beginning with the most recent. Please ensure that you request verification of service from each former employer listed here be sent to the Office of the Registrar.

Most Recent Employer where Past Teaching Experience was gained: _

Name of School and Address of Employer:

Describe Your Work Assignment:

Explain how this Assignment is related to teaching:

Length of Time at this Assignment: (opening and closing dates of employment):

Indicate if you were full- Total Time:
or part-time.

Name of supervisor or individual submitting a letter on your behalf:

Title of Supervisor submitting a letter on your behalf:

Next Most Recent Employer where Past Teaching Experience was gained:

Name of School and Address of Employer:

Describe your work assignment:

Explain how this assignment is related to teaching:

Length of Time at this Assignment: (opening and closing dates of employment):

Indicate if you were Total Time:
full- or part-time.

Name of supervisor or individual submitting a letter on your behalf:

Title of Supervisor submitting a letter on your behalf:

4. INDICATE WHERE YOU WOULD LIKE YOUR UP-TO-DATE YEARS OF SERVICE SENT

Eastern School District

Commission scolaire de langue française

Western School Board

Department of Education and Early Childhood Development

DECLARATION

I declare that this information is complete and accurate to the best of my knowledge. I authorize the Department of Education and Early Childhood Development to verify the above information.

Signature:

Date:

FOR OFFICE USE ONLY

Registrar's Signature

Years Approved:

Issue Date: (based upon date of receipt of all required documentation)

Personal information on this form is collected under section 7 and 11 of the School Act R.S.P.E.I. 1988, Cap. S-2.1 and will be used for the purpose of verifying identity and salary placement purposes. If you have any questions about this collection of personal information, you may contact the Office of the Registrar, Suite 101, Holman Centre, 250 Water Street, Summerside, PE, C1N 1B6.



Education and Early Childhood Development